



THE UNITED STATES VIRGIN ISLANDS
OFFICE OF THE LIEUTENANT GOVERNOR
The Notaries Public Division

NOTARY
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"Important Notice for USVI Notaries -Visit ltg.gov.vi"

Stay informed. All notaries public commissioned in the United States Virgin Islands are encouraged to visit the official website of the Office of the Lieutenant Governor at ltg.gov.vi regularly. The website is the central source for current notices, procedural guidance, forms, bulletins, and other information affecting notarial practice in the Virgin Islands.

Review the governing law. Notaries public are responsible for understanding and complying with the laws and requirements that govern their commissions. Please review the applicable Virgin Islands notary laws and official guidance available on the website. Staying familiar with these requirements supports lawful, accurate, and professional service to the public.

Strengthen your notarial practice. The "Back to Basics 101" course is highly recommended for notaries public. This training is accessible to both newly commissioned and presently commissioned notaries public, and it serves to reinforce the fundamental knowledge and practical skills required to effectively execute notarial duties.

Maintain your notarial journal. The Notaries Public Division will conduct journal inspections as part of the commission-renewal process. Notaries public should maintain complete, accurate, and orderly journal records in accordance with applicable recordkeeping requirements.

Check the website regularly. Check the website on a regular basis. ltg.gov.vi is the site where important updates, such as official notices, letters, bulletins, forms, and other documents, are posted. Notaries public can help ensure the integrity of notarial services in the Virgin Islands, stay informed about procedural changes, and avoid common errors by conducting regular reviews of these resources.

Questions? Contact the Notaries Public Division at (340) 774-2991, extension 4120.